



CRR & CBC/CCP Skills Test Required Information Packet

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RULES AND REGULATIONS: CRR, CBC, CCP SKILLS TESTS



The CRR, CBC, CCP Skills Tests are the exclusive property of the National Court Reporters Association. Copyright law protects the Skills Tests. No part of these tests may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by NCRA. The theft or attempted theft of a Skills Test is punishable as a crime.

Candidates are prohibited from using electronic devices of any kind once they have signed in at the test site, with the exception of your writer and computer. Electronic devices include, but are not limited to, audio sync, digital recorders, and any other audio recording and/or screen capture tools. Chief Examiners have the right to inspect a candidate's equipment, including computer settings and desktop recycle bin, before and after the test.

By registering for the test, you have acknowledged that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently depending on the nature of the violation. NCRA members may also be suspended or expelled from the association.

GENERAL INFORMATION FOR SKILLS TEST CANDIDATES

- You must bring a photo I.D. with you to gain entrance to the exam. Candidates not arriving with identification will be denied entrance to the exam.
- Arrive at the reporting time specified on your Exam Site Information Page. Candidates who arrive late will be denied entrance to the exam.
- Cell phones, pagers and other electronic devices must be turned off, not just muted, and stored until after you leave the testing site.
- If your steno machine has a test mode, the test mode must be used. If you do not know if test mode is available on your steno machine, please contact the manufacturer or your user manual.
- If your machine has an SD card, please be sure it is blank. The Chief Examiner may require you to format the SD card if you are unable to delete the specified test files. Do not send your SD card to NCRA.
- If you have a mechanical problem during the exam, please remain calm and sit quietly. Do not do anything that may distract the other candidates. If the mechanical problem does not prevent you from writing, please continue to write the exam. You will be instructed how to proceed after the audio portion of the exam has finished playing.
- Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic failure and may result in a limitation of the candidate's further participation in NCRA tests.
- Candidates are responsible for providing all necessary equipment including a computer, steno machines, printers, software, computers, security keys, data storage devices (blank 3.5 double-sided high-density formatted diskette, compact disk or flash drive/USB drive) and labels, cables, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.
- If you are submitting a data storage device with your test, make sure it is saved as a readable file (ASCII, pdf, Word, plain text file). Do NOT save it in your CAT software format.
- Use of the candidate's own equipment is strictly at the candidate's own risk.
- Do not include the one minute practice test in your final saved/printed transcript.

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- The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.

CRR, CBC AND CCP CANDIDATES

- A. In every sense, the CRR/CBC/CCP test must be the work product of the individual candidate.
- B. Candidates must use their own dictionary.
- C. Candidates must know how to have their software write an ASCII file double-spaced and with lines no longer than 75 characters.
- D. Candidates are required to convert their file to ASCII format and produce their own ASCII text file, without assistance, on a data storage device (3.5" double-sided high-density formatted diskette, compact disc, or flash drive/USB drive).
- E. Candidates are not permitted to edit their ASCII file.
- F. Candidates who choose not to transcribe must sign the Affidavit of Non-Transcription.
- G. All candidates are required to place the following items in their test envelopes and hand them in to the NCRA room monitor, Do NOT seal the envelope:
 - Paper notes (if produced)
 - ASCII data storage device clearly labeled with ten-digit NCRA ID number
- H. Candidates are required to delete all files relating to the test from their computer.
- I. Candidates are required to delete their note/memory file from their steno machine. Those using systems with flash drives/USB drives will need to delete the flash drive or will need to turn in the flash drive to the Chief Examiner with a self-addressed stamped padded envelope for mailing. Candidates who do not bring a self-addressed stamped padded envelope will have to forfeit their flash drives.
- I. All transcripts are graded according to the NCRA CRR/CBC/CCP Grading Guidelines "*What Is An Error?*"
- J. Immediately after the dictation has finished, you will be instructed to move away from your equipment.

CRR/CBC/CCP EQUIPMENT

1. The set-up and operation of equipment are integral parts of the CRR/CBC/CCP exam. Therefore, candidates should not expect or receive instruction from NCRA representatives or other candidates on how to operate their own equipment.
2. Candidates are responsible for providing all necessary equipment including steno machine, computer and display, cables, data storage devices (two blank diskettes, compact disk or flash drive/USB drive), realtime software, security keys, diskette labels, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.
3. Candidates are required to provide their own data storage device(s) (3.5" HD floppy diskettes, compact discs, or flash drives/USB drives). Even if the floppy diskettes are labeled as formatted, we urge candidates to format them again with an IBM or IBM compatible PC.
4. Use of the candidate's own equipment is strictly at the candidate's own risk. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off desk, etc.

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5. Additional time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or related events.
6. Candidates must label their data storage device with their ten-digit NCRA ID number (this is your 4-digit site number plus your 6-digit NCRA ID #.). Name or other personal identification is not permitted.

What is an Error?

Grading Guidelines for the CBC/CCP Skills Test

October 2011



- The CBC/CCP Skills Test consists of five minutes of professionally recorded audio dictation material (straight matter) at 180 words per minute. Passing is 96%. Allowable number of errors is 36.
- The CBC/CCP Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual*, and *Merriam Webster's Dictionary*. Paragraphing is recommended but not required.
- **Automatic Fails:**
 - Two drops of 10 or more words.
 - A submitted ASCII diskette that does not contain printable data.
 - At the conclusion of the dictation, you will be instructed to move away from your equipment. To touch either keyboard before being instructed to do so by the Chief Examiner will result in an automatic fail.
 - *Single-spaced transcripts*.
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the Chief Examiner, guided by all the principles set forth herein, will render the final decision, subject to appeal to the Chair of the Realtime Certification Committee. Please see the bottom of the page for an explanation of errors.

ERROR GUIDELINES

(D=dictated, T=translated)

1. Each plural dictated as singular and vice versa.

(D): Let me check the dates.

(T): Let me check the date². 1 Error

2. Each present-tense verb dictated as past tense and vice versa.

(D): In other words, you acted as a clerk.

(T): In other words, you act² as a clerk. 1 Error

3. Each misspelled word, each time it occurs.

(D): baked

(T): bakeed⁸ 1 Error

4. Each wrong word, common name, or mistranslated stroke.

(D): Mr. Smith followed me home.

(T): Mr. Johnson² followed me home. 1 Error

(T): Mr. John² son⁹ followed me home. 2 Errors

(T): Mr. John² son⁹ -in-⁹ law⁹ followed me home. 4 Errors

(D): I didn't see the car until we hit.

(T): I didn't notice² any² vehicle² until we hit. 3 Errors

(D): I went down the street.

(T): I went do² you⁹ know⁹ the street? 3 Errors

(D): humanity

(T): hugh² man⁹ it⁹ tie⁹ 4 Errors

(T): human² {teu}¹¹ 2 Errors

(D): firsthand

(T): first² hasn't⁹ 2 Errors

(T): firsthasn't² 1 Error

5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.

Dates:

(D): September 20, 1993, is the date.

(T): September 20⁶ 1993⁶ is the date. 2 Errors

5a. (cont.)

Items in a series:

(D): The library has books, magazines, newspapers and tapes.

(T): The library has books⁶ magazines, newspapers and tapes. 1 Error

Direct address:

(D): Yes, sir.

(T): Yes⁶ sir. 1 Error

City and state:

(D): I moved to Vienna, Virginia, last year.

(T): I moved to Vienna⁶ Virginia last year. 2 Errors

5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.

(D): I couldn't. He was asleep.

(T): I couldn't⁶ he¹⁰ was asleep. 2 Errors

(T): I couldn't {FPL}¹¹ he¹⁰ was asleep. 2 Errors

6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.

(D): Who wants to go?

(T): Who wants to go⁶. 1 Error

7a. Each incorrect number or money figure represented by a word.

(D): May one, nineteen fifty one.

(T): May 1, 1815. (18²15^{2,7}) 3 Errors

(T): May 2², 18 15 (18^{2,1} 15^{2,7}) 5 Errors

(D): One hundred forty three dollars.

(T): \$143.00 or \$143 or 143 dollars. 0 Errors

(T): 143.00 (omitted \$ or "dollars") 1 Error

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

What is an Error?

Grading Guidelines for the CBC/CCP Skills Test

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- (T): \$134².00 or \$134² 2 Errors
- 7b. Numbers zero through nine (0-9) should be written out. Eleven (11) and above, the numbers should be written as numerals. Ten (10) can be written either way.**
- (D): one hundred fifty
(T): one hundred 50¹² 1 Error
(T): one hundred fifty¹² 1 Error
(T): 150 0 Errors
- (D): one two nine Main Street
(T): one twenty² nine Main Street 1 Error
(T): 129 Main Street 0 Errors
(T): 192⁵ Main Street 1 Error
- (D): I have five boys.
(T): I have 5¹² boys. 1 Error

*NOTE: Ages from 1-10 can be expressed in words or numerals.

7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.

- (D): six million
(T): 6 million or six million 0 Errors
- (D): Two hundred forty thousand
(T): 240,000 0 Errors
(T): 200,40,000¹² 1 Error
(T): 200¹ 40,000¹² 2 Errors
(T): 200¹ 40 thousand¹² 2 Errors
(T): 240 thousand¹² 1 Error
- (D) \$1.1 million
(T) one² \$⁷.1 million 2 Errors
(T) 1² \$⁷.1 million 2 Errors

8. Misspelled or noncapitalized names.

- (D): Harley Schmidt
(T): Hardev² Schmitt² 2 Errors
- (D): Bill Frank
(T): bill¹⁰ frank¹⁰ 2 Errors

9. Each contraction written as two words and vice versa.

- (D) I don't know.
(T): I do not¹³ know. 1 Error
- (D): they are
(T): they're¹³ 1 Error

10. Each untranslate.

- (D): Did you stay at the Marriott?
(T): Did you stay at the MAR¹¹ YOT¹¹? 2 Errors

11. Each omitted apostrophe that designates possession.

- (D): The dog ate the cat's food.
(T): The dog ate the cats⁶ food. 1 Error

12. Each conflict and/or any extra words contained in the conflict translation.

- (D): I can take only one pair of shoes.
(T): I can take only one pear² of shoes. 1 Error
- (D): If you remember, please give us the time.
(T): {fur⁹; if⁹ you⁹ are⁹; if you remember}, please give us the time. 4 Errors

12. (cont.)

- (D): This drug will alleviate your pain.
(T): This drug will a² {leave⁹; leaf⁹} ate⁹ your pain. 4 Errors
(T): This drug will Aleve² ate⁹ your pain. 2 Errors

13a. Compound words with a space, changing meaning.

- (D): I walked away from the ballpark.
(T): I walked a¹ way from the ball park. 1 Error

13b. Two words connected that should not be connected.

- (D): He is over the hill.
(T): He is overthe¹ hill. 1 Error

14. Acronyms or initialisms should not contain spaces, Hyphens, or words.

- (D): IRS
(T): I.R.S. 0 Errors
(T): I-R-S (I-³R-³S) 2 Errors
(T): I R S (I¹R¹S) 2 Errors
(T): I H S (I¹H²S) 3 Errors
(T): I are S (I¹are²S¹) 3 Errors
(T): Iare S (Iare²S¹) 2 Errors

15. Stacking errors.

- (D): I went home. The victim was there.
(T): I went home⁶ T² victim was there. 2 Errors
- (D): He asked for you. I said you went out.
(T): He asked for U^{2,6} I said you went out. 2 Errors
(T): He asked for⁶ You¹⁰ I said you went out. 2 “

16. Transposition.

- (D): She was once a CEO.
(T): She once⁵ was a CEO. 1 Error

17. Each omitted word.

- (D): I drove and he slept.
(T): I drove⁷. He slept. 1 Error

*NOTE: The essential error is the omission of the word “and.” No error for the period, no error for the capital H.

18. Each added word.

- (D): Yes.
(T): Yes, sir⁹. 1 Error

These Will Not Be Counted As Errors:

- Use of the word “dollars” instead of the \$ symbol.
- Use of the word “percent” instead of the % sign.
- Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

What is an Error?

Grading Guidelines for the CBC/CCP Skills Test

October 2011



D. A word that does not translate but forms the correct English word

(NOTE: Translation may be in brackets):

(D): Hub

(T): {HUB}

E. Tests in all uppercase.

To assist with grading, the errors listed in this document have been coded as follows:

1. Extra/missing space
2. Wrong word
3. Hyphen

4. Replaced word
5. Transposed word
6. Missing/wrong punctuation

7. Missing word
8. Misspelling
9. Added word

10. Capitalization
11. Untranslate
12. Style

13. Contraction



SKILLS EXAM CANCELLATION AND SITE CHANGE POLICY

SKILLS TEST CANCELATION POLICY:

- Candidates must submit a completed Exam Cancellation and Site Change form to NCRA prior to the cancellation deadline. Cancellation deadlines are listed on the Exam Cancellation and Site Change form.
- Cancellation requests must be submitted in writing via U.S. mail or fax, or emailed to testing@ncrahq.org. The Exam Cancellation and Site Change form is available at www.ncra.org/testing.
- The balance of the registration fee will be refunded less a **\$35 non-refundable processing fee**.

If a skills test cancellation request is submitted to NCRA after the cancellation deadline, the candidate must be able to provide back-up documentation of the extenuating circumstance which prevented the candidate from taking their exam. Examples of adequate back-up documentation include, but are not limited to:

- Doctors' notes
- Obituaries
- Church bulletins

If a candidate is able to provide sufficient documentation, a refund of the registration fee less a **\$35 non-refundable processing fee** will be issued. If a candidate is unable to document the extenuating circumstance no refund will be issued.

Note: No-show candidates will forfeit their entire registration fee, unless able to provide adequate back-up documentation of an extenuating circumstance **within 30 days of the exam**.

SKILLS TEST SITE CHANGE POLICY:

Important: NCRA cannot guarantee a site change, as the site requested may be full. Site changes are final **ONLY** when candidate receives an updated exam confirmation from NCRA. It is the responsibility of the candidate to verify his or her exam site prior to test day.

- Candidates must submit a completed Exam Cancellation and Site Change form prior to the site change deadline. The site change deadline is listed on the Exam Cancellation and Site Change form.
- Site change requests must be submitted in writing via U.S. mail or fax, or emailed to testing@ncrahq.org. The Exam Cancellation and Site Change form is available at www.ncra.org/testing.

If a site change request is submitted to NCRA after the deadline, the candidate must be able to provide adequate documentation of the extenuating circumstance necessitating the change. If the candidate is able to provide adequate documentation, every effort will be made to accommodate the request. If the candidate received their exam confirmation after the deadline, NCRA will change the candidate's site without penalty.

SITE CLOSINGS

In the unlikely event a site must close due to elements beyond NCRA's control, all candidates will receive a full refund of their registration fee including the processing fee. Every attempt will be made to accommodate these candidates for future exams.

Questions? Please contact the NCRA Member Services & Information Center at 1-800-272-6272, or the Department of Certification and Testing at testing@ncra.org.

Mail or fax requests to:

**NCRA
8224 Old Courthouse Road
Vienna, VA 22182-3808
Fax: 703-556-6291
Attn: Certification and Testing**



SKILLS EXAM CANCELLATION AND SITE CHANGE REQUEST FORM

SKILLS TEST CANCELLATION AND SITE CHANGE DEADLINE: **April 27, 2013**

Name: _____ NCRA ID #: _____

Signature: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

Exam: ☐ Skills Test – May 4, 2013

☐ I hereby request a CANCELLATION of my May 4, 2013 skills test and a refund of my registration fee. I have read and understand NCRA's exam cancellation policy. I understand that NCRA will retain a \$17.50 (half price) non-refundable processing fee.

or

☐ I hereby request a SITE CHANGE for my May 4, 2013 skills test. I have read and understand NCRA's site change policy. I understand the site I am requesting may be full, and my request for a site change is final only upon my receipt of a new NCRA Skills Exam Confirmation.

Change Site from: _____ Change Site to: _____

To view the entire exam cancellation and site change policy, please visit the Required Information for Candidates page: <http://ncra.org/testing>.

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to: doctors' notes, obituaries and church bulletins. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

National Court Reporters Association
8224 Old Courthouse Road
Vienna, Virginia 22182-3808
Phone: (800) 272-6272
Fax: (703) 556-6291
Email: testing@ncra.org



Registration for Multiple Skills Exams

Candidates may register for multiple skills exams on the same day. However, the below criteria must be met.

- 1.) **The candidate must be eligible for both exams at the time of registration.** In other words, a candidate may not sit for both the RPR and CRR exams since the RPR certification is an eligibility requirement for the CRR.
- 2.) **The times of the exams cannot conflict.** The exam site **MUST** be able to accommodate you with their **CURRENT** exam schedule. Chief examiners are not permitted to alter their current reporting and starting times to accommodate candidates who wish to take multiple exams. If the requested exams are offered at the same time, the candidate will not be permitted to sit for two exams at the site. For a list of current exam times, please visit: www.ncra.org/testing
- 3.) **The site must have enough staff to accommodate the request.** Since all exam sites are run by volunteer staff, it is at the discretion of the Chief Examiner whether or not a multiple exam request is logistically possible at the site.

If candidates wish to take multiple skills exams, it is **THEIR** responsibility to select a testing site that can accommodate them. Since not all exam sites can accommodate this request, NCRA cannot guarantee that multiple exams can be administered at the desired site.

Registration for Multiple Written Knowledge Exams

1. **The candidate must be eligible for both exams at the time of registration.** In other words, a candidate may not sit for both the RPR and CRR exams since the RPR certification is an eligibility requirement for the CRR.
2. **You must register at www.ncra.org for both exams and receive both email confirmations** before scheduling with Pearson VUE.
3. **If the site does not have space for two tests, you must either pick a different location or cancel one of the tests.**

Please contact NCRA's Department of Certification and Testing at testing@ncra.org or 800-272-NCRA (6272) before registering for multiple Skills or multiple Written Knowledge exams. Failure to do so could result in the denial of your request.



Special Accommodations

NCRA abides by the Americans with Disabilities Act of 1990.

"...Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment."

The following steps are required if you need a Special Accommodation and are taking the Skills test:

When you register for the test, please select site 9999, Special Accommodations. If you do not select this site, NCRA is not responsible for scheduling an alternative time/day to take the Skills test.

1. Contact NCRA Certification and Testing for each exam administration to ensure scheduling.
2. Please submit a letter from your physician indicating:
 - a. Must be on letterhead.
 - b. Must include your disability.
 - c. Must include what accommodations are needed.

*If your doctor's letter was dated 2012/2013 and was already sent to NCRA, you do not need to send another one.



Sabbath Observer Accommodations

NCRA makes special accommodations for Sabbath observers, those who celebrate the Sabbath on Saturday.

The Sabbath observer skills test is usually scheduled for the Friday before the test or the Sunday after the test. NCRA will make every effort to schedule you for an alternative day than the Saturday skills test. Sometimes, the volunteer Chief Examiner or facility is unavailable to administer the test on an alternate date. If this is the case, NCRA will not be held responsible for you not being able to take the test. NCRA will refund your testing fee completely.

The following steps are required if you are a Sabbath observer and taking the Skills test:

1. When you register for the test, please select site 9999, Sabbath Observer. If you do not select this site, NCRA is not responsible for scheduling an alternative day to take the Skills test.
2. Contact NCRA Certification and Testing each exam administration to ensure scheduling.
3. Please submit a letter from your clergyman indicating your religious beliefs.
 - a. Must be on letterhead.
 - b. Must include that you are a Sabbath observer.
 - c. Must include that you are a member in good standing.

*If a letter is already on file with NCRA, you do not need to send another one.